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Design and Construction
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<http://dpw.idaho.gov>

September 26, 2016

REQUEST FOR QUALIFICATIONS

TO: CONSTRUCTION MANAGERS/GENERAL CONTRACTORS

FROM: Jan P. Frew, Administrator 
Division of Public Works

SUBJECT: DPW PROJECT NO. 14660
Physician's Assistant Studies Program Expansion (PAS)
Idaho State University (ISU)
Pocatello, ID

Proposals will be received at the Division of Public Works, 502 N. 4th Street, P.O. Box 83720, Boise, Idaho 83720-0072, until October 24, 2016, at 2:00 p.m., for furnishing construction management services to the State of Idaho.

Questions that arise as a result of this Request for Qualifications should be addressed to:

John Julian, Project Manager
Division of Public Works
P.O. Box 83720
Boise, Idaho 83720-0072
(208) 332-1904

Modifications (addenda) to this RFQ, if any, will be posted on the Division of Public Works web page [<http://adm.idaho.gov/pubworks/dpwprofservices.htm#DC>]. It is recommended that responders to this RFQ check this page prior to making their submittal.

The project will be funded by State funds. The Division of Public Works will administer the project according to the terms and conditions of the award and State laws and guidelines. The Construction Manager will receive general instructions through the State. A Project Manager of the Division of Public Works will be assigned to serve as project manager and liaison between the Department of Administration, the Agency, the Architect, and the Construction Manager.

Construction Manager shall warrant that the Construction Manager/General Contractor does not knowingly hire or engage any illegal aliens or persons not authorized to work in the United States. Construction Manager shall take steps to verify that it does not hire or engage any illegal aliens or persons not authorized to work in the United States; and that any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and shall be cause for the imposition of monetary penalties and/or termination of any Contract resulting from this RFQ.

DESCRIPTION OF PROJECT

This project is located in the Red Hill Building on the ISU campus. The work scope entails construction of the last phase of a partial remodel of the second floor encompassing approximately 4,700 square feet including expanding the existing Distance Learning Classroom, SIMS Lab, control room, offices, small conference room, administrative offices, lobby/reception area, and offset corridor. A partial remodel of the first floor (lower level basement) and second floor Lab has already been completed.

The Construction Manager will use an existing set of approved design documents and specifications as prepared by CRSA Architects, Idaho Falls, ID. The documents were prepared as a Design-Bid-Build project, but the method of delivery was changed to a Construction Manager-General Contractor (CMGC) to facilitate scheduling concerns of the project completion. Printed sets of full drawings and specifications are available from CRSA Architects, 151 North Ridge Ave., Suite 113, Idaho Falls, Idaho, 83403, attention Kevin DeKold, (208)-524-4621, and shall become a part of this RFQ. A thorough review and understanding of these documents is strongly recommended prior to the submission of a response to this RFQ. A refundable deposit of \$150.00 is required to pick up drawings and specifications.

The available construction window is May 15, 2017, through July 28, 2017, for the Distance Learning Classroom, and completion of the balance of the project through Friday, August 4, 2017. The Construction Manager/ General Contractor will be asked to create a Project Construction Schedule to meet this construction window.

A project site walk-through is scheduled for October 10, 11:00 AM – 1:00 PM. Because academic classes are in session, requests to visit the project site on that date must be coordinated through the ISU contact 24 hours prior to the walk-through. Parties wishing to be on that walk-through must be at the designated assembly area, upper rear parking by the Red Hill Building garage, 15 minutes before start of walk-through. Special parking passes will be available at the assembly area. See attached Site Plan "Exhibit A". The Agency contact, Herbert Yee, will meet interested parties at that location.

Agency contact:

Herbert Yee
ISU Project Manager
Idaho State University Facilities Services
Office: 208-282-4621
Cell: 208-417-9819

REQUIRED SERVICES

The State of Idaho, through the Division of Public Works is requesting proposals for Construction Management Services beginning with construction document services through project construction, including the one-year period of correction following project completion. The Division of Public Works and ISU are looking for a Construction Manager who will be a team player who works closely and in harmony with DPW, and ISU. A current total project budget of \$340,000 for this final phase has been established to include fees, commissioning services, contingencies, tests, and other expenses. A

construction budget of \$313,600, including construction management fees and reimbursable construction expenses has been established for this final phase of work.

The Construction Manager/General Contractor will be required to meet as needed, but not less than monthly, with the Architect, the Owner's Project Manager, the Owner's Field Representative, ISU, and other team members for the purpose of providing a report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Construction Manager/General Contractor shall be licensed as a Public Works Construction Manager/General Contractor by the State of Idaho. Firms proposing for these services shall hold and maintain a certificate of authority for providing construction management services.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Information shall include, as a minimum, firm name, office address, phone number, fax number, organizational status (corporation, partnership, etc.), and names of officers and the names and license numbers of all construction managers employed by the firm. Office brochures should be submitted separately as supplemental data.

The Division of Public Works reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors. As a minimum, include a letter from proposer's bonding agent and a letter from proposer's banker, giving an opinion of financial stability. Unfavorable responses to these investigations are grounds for rejection of proposal.

The Construction Manager/General Contractor or firm will be required to provide payment and performance bond or bonds in the amount of the total construction management contract.

- B. **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. In addition, provide the following:
1. List the most recent completed project as a construction manager by this proposer. Name the project, the Owner, the Architect, cost of construction and cost of CM fee including all reimbursable expenses for General Condition costs.
 2. List all relevant projects, including CM/GC projects including name of the Owner, Architect and total of expected construction costs, CM/GC fees and reimbursable expenses for each project.
 3. List all relevant projects, including CM projects completed within the past three years, including name of Owner, Architect and construction costs, CM/GC fees and Reimbursable expenses.
- (note: While cost information will not be used as part of the selection criteria, it is important to the Owner, and failure to provide will not be received favorably.)
- C. **Approach to Project:** Based on proposer's knowledge of this project, list all of the Construction Management services proposer would anticipate providing on this project. Indicate whether service would be provided within the Construction Management/General Contractor fee or as a reimbursable expense.
- D. **Other Information:** In addition to the above, provide any other information that will persuade the selection committee that proposer is the best qualified to be the construction manager for

this project.

- E. **Format:** To assist evaluation, it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project. Submit five (5) copies of the proposal and any supplemental material, such as office brochures. Responsible parties submitting a response must list a specific point of contact (person), provide a phone number, and a correct email address. Failure to include this information may result in the submission being declared nonresponsive, and no further consideration be given.

EVALUATION

An evaluation committee consisting of persons from the Division of Public Works, Idaho State University, and the Architect will rank the proposals, and at least three, but not more than five firms will be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the final point score.

AWARD

Based on the results of the proposals, the Division of Public Works will recommend a course of action to the PBFAC at their next scheduled meeting. If recommended, a notice of intent to negotiate will be issued by the Division of Public Works, in accordance with prescribed procedures.

PROPOSED DATES:

Receive Qualification Statements	October 24, 2016
Oral Interviews	November 10, 2016
Review by PBFAC	December 6, 2016
Negotiate Contract	December 15, 2016

SELECTION

The State will attempt to select a firm at the next scheduled Permanent Building Fund Advisory Council meeting. Upon selection of a firm, the State will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations. The State reserves the right to reject any or all proposals received as a result of this request.

The State may also negotiate separately with any source in any manner necessary to serve the best interests of the State of Idaho. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.

END OF RFQ